

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** DIGITAL MEDIA EDITOR, UW FOUNDATION

**Reports To:** Designated Supervisor

**UW Job Code:** 3218

**UW Job Family:** 3D- Media/Communication/Art

**SOC Code:** 27-2012

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 7-15-15

### **JOB PURPOSE**

Manage the creative and technical production of all digital media content for UW Foundation. Oversee the creation of digital content from concept through to delivery.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Interview, edit and/or create digital media for publications and website communications; including donor and philanthropy-focused profiles and news releases.
- Edit a wide variety of digital-based publications designed to communicate University's research, accomplishments, programs, and goals to many different audiences, from general to technical.
- Manage the technical production of all digital media content for the UW Foundation.
- Responsible for creating videos for various events and publications.
- Profile and promote university education initiatives and innovations through multimedia production.
- Coordinate and analyze opportunities to create content for UW Foundation and direct content production.
- Operate and maintain proper levels and calibration of cameras, audio and video recorders, and other production equipment.

### **SUPPLEMENTAL FUNCTIONS:**

- Assist supervisor, as directed, with other functions of the Department.
- Assist with the strategic content planning and design of UW Foundation publications and communications.
- Assist with department-wide projects as needed - large mailings, holiday gifts, etc.

## **COMPETENCIES:**

- Attention to Detail
- Work Prioritization & Management
- Technical/Professional Knowledge
- Strategic Planning
- Adaptability
- Initiative

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Television and/or video pre-production, production, and post-production methods, practices and procedures.
- Federal Communications Commission regulations.
- Creative writing and production development methods.
- Editing techniques.
- Video conferencing systems.
- Multi and single-camera production, and related television equipment techniques and operation.
- Supervision concepts, methods and practices.
- University, state, and federal rules and regulations applicable to area.
- Public relations.
- Budget development and management.

### **Skills and Abilities to:**

- Plan, write, produce, direct and edit television productions.
- Develop production budgets and monitor.
- Supervise and train assigned staff.
- Operate and/or set up remote and studio cameras, microphones, lighting equipment, audio board, switcher, and editor.
- Determine maintenance and repair, inventory and equipment needs.
- Adjust focus, identify and distinguish between colors, and judge distance and spatial relationships.
- Effectively communicate, both orally and written.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office and studio environments; regularly exposed to electrical and mechanical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.